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29 Nov 1957

**MEMORANDUM FOR: Chief, Management Staff**

**SUBJECT: Records of Overseas Duty**

1. In connection with the Feasibility Study which the Management Staff is conducting in the Office of Personnel, with the view of determining if electronic machines can be used effectively in recording data, we would appreciate it if you would examine methods for accurately recording the periods of overseas duty of CIA personnel.

2. I suggest that the study be concerned with both permanent duty and temporary duty. The study might also explore the feasibility of recording date of departure from Headquarters or from the continental limits of the U.S. as well as date of reporting for duty or arrival overseas. Minimum data required are actual time spent overseas, location by country and whether PCS or TDY.

3. These data are urgently needed in connection with planning for accelerated retirement. We hope to make presentations to the CIA Career Council, to the Bureau of the Budget and to the Civil Service Commission which might eventually lead to the submission to the Congress of proposals for new retirement legislation for CIA.

4. Since the technique of recording these data in the future would affect the method by which the experience of the past has to be reconstructed, it is important to make these studies at an early date. The sooner criteria are established the smaller the problem of reconstruction of records becomes. A target date for the establishment of a workable procedure for the future is 30 June 1958, or sooner if possible.

(sgd)  
Gordon M. Stewart  
Director of Personnel

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